

## **Finance**

### **WING BANKING SYSTEM**

This operating instruction is distributed in accordance with the decision made in June 2006 by the CAP Board of Governors, Colorado Wing will provide banking, record keeping, and reporting services to the units below wing. Units will still control their own finances, and Wing will administer the funds as directed by the Units.

#### **1. Responsibilities.**

a. The Unit Commander will:

- (1) establish a finance committee IAW CAPR 173-1.
- (2) assign a finance officer IAW CAPR 173-1.

b. The Finance Officer will:

- (1) receive all funds designated for the unit and make all deposits in the applicable bank account.
- (2) establish a method for creating an audit trail for all funds received and expended by the unit. National Headquarters-Civil Air Patrol provides the Quicken program for this purpose.
- (3) provide the Colorado Wing, Financial Management Office with a Unit Recurring Expense Letter" (See Sample) if the unit has recurring expenses such as telephone, internet, ISP, rent, or utilities, and if the unit elects to have these bills sent directly to wing.
- (4) provide the Colorado Wing, Financial Management Office with a Notice of Approved Check Requesters Letter. (See Sample)
- (5) maintain a file of applicable COWG/FM forms. i.e. COWGF 173a and COWGF 173b.
- (6) process all COWGF 173a and COWGF 173b as required.

c. Finance Committee will.

- (1) validate all expenditures.
- (2) be authorized to request disbursement of unit funds by COWG/FM.

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OPR: FM

Distribution: 1 RMR, 2 each chartered unit, published to COWG Web Site.

## 2. Checking:

a. All Units will deposit their checking funds in a Consolidated Unit Checking account, administered by Wing Finance. Any interest paid on the account will be apportioned between the units.

b. Units may request a check using COWGF 173a, "Colorado Wing Check Request For Units Below Wing Level" (See sample), by mail, fax, or email. Requests must include the purpose of the expense and the expense accounts to be debited. Requests must be approved by a member of the Unit Finance Committee, or designee, two members if the amount is over \$200.00. A receipt or invoice must either accompany the request, or be forwarded promptly.

**Note: Receipts must be legible in their original form i.e.: you cannot handwrite the total charges onto a photocopy of the receipt. Copies must be dark enough to read the original printing.**

c. Units must advise wing of all members authorized to approve expenses using the "Notice of Approved Check Requesters Letter" (See sample). This information should be updated as personnel change.

d. If a unit does not have sufficient funds to cover the request, wing will notify the unit of the shortfall. Wing will not float loans to units.

**Note: If there is insufficient funds the check will be held until funds are available.**

e. If a unit has regular recurring bills such as rent or utilities, the unit may elect to change the mailing address to wing finance. If the unit elects to change the mailing address to wing finance, the unit must submit a "Unit Recurring Expense Letter" (See sample) advising wing of which bills will be sent direct to wing, their purpose, and authorizing the wing to pay them.

f. If a Unit has a credit card, they may NOT elect to have the credit card bill sent directly to Wing. The Unit will need to verify the legitimacy of the charges, and attach receipts (or copies if faxing or emailing) as well as a COWGF 173a, "Colorado Wing Check Request For Units Below Wing Level", itemizing the charges, their purpose and account code. Receipts for internet purchases may be obtained by printing the screen which says, "Print this as a receipt".

g. If a Unit needs an advance for a down payment, or doesn't have an exact amount for a purchase, the unit may request a Cash Advance. These funds may be deposited in a member's personal account to cover expenses as needed. A COWGF 173a must be submitted with receipts to cover the advance within 30 days. If there is money left over, the unit will redeposit the left over amount in the unit checking account, and attach the deposit ticket to the 173a. If the amount is insufficient, and the member contributes personal funds, a second COWGF 173a may be attached to request a reimbursement, so that the same receipts cover both checks.

h. Units have never been, and are still not, allowed to have debit cards, or petty cash funds.

### 3. Deposits:

a. It is recommended that all deposits are made directly at any branch of the wing bank or ATM which accepts deposits for the wing bank without a fee. If a Unit makes their own deposit, Wing needs the COWGF 173b, "Colorado Wing Deposit Advice For Units Below Wing Level" (See sample) as well as the deposit ticket (copy is OK) in order to properly credit the deposit.

b. If a wing bank is not available, units may send their checks to wing to be deposited. Do not send cash. When cash is involved, a member will write a personal check for the amount of cash received. A COWGF 173b, will be completed indicating the source of all funds and which income accounts are to be credited.

### 4. Invoicing.

a. Units who invoice members for proficiency flights or unit dues should continue to do so. While unit dues will be deposited in the unit account, payments for proficiency flights should be sent to wing for deposit in the wing account.

b. All checks for member flights must be notated with tail number, hours flown and date of the flight, in order to be posted correctly.

### 5. Savings:

a. All units will deposit their savings funds in a Consolidated Unit Savings account, administered by Wing Finance. Any interest paid on the account will be apportioned between the units.

b. Units may request that wing purchase Certificates of Deposit with their savings, or other financial instruments.

c. Transfers between checking and savings may be requested using the COWGF 173a Check Request form.

### 6. Reporting.

a. Wing will track all funds by Unit number and furnish each unit with a report detailing their income and expenses, and bank balances monthly.

b. While Units are no longer required to keep long term records or submit 173-2c reports, the unit should monitor their income and expenses on a monthly basis in order to verify the report from wing. Discrepancies must be reported within 30 days. Quicken may still be used for this purpose.



DONALD G. CORTUM, Colonel, CAP  
Commander

<b>COLORADO WING CHECK REQUEST FOR UNITS BELOW WING LEVEL</b>			
DATE OF REQUEST: <u>3 October 2006</u>		DATE NEEDED BY: <u>10 October 2006</u>	
UNIT NAME: <u>Fictious Cadet Squadron</u>		CHARTER NUMBER: RMR-CO- <u>000</u>	
ISSUE CHECK TO NAME OR COMPANY: <u>Consortium Building Co.</u>			
STREET ADDRESS: <u>1234 Great Street</u>			
CITY, STATE ZIP: <u>Denver, Colorado 80200</u>			
EMAIL ADDRESS: <u>whoarewe@earthlink.net</u>			
PHONE: <u>303-123-4567</u>			
<b>ITEMIZED EXPENSES</b>			
LINE	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
1	Rent	5920	\$75.00
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>TOTAL AMOUNT OF CHECK</b>			<b>\$75.00</b>
<b>REMARKS</b>			
<b>UNIT FINANCE COMMITTEE</b>			
IF CHECK AMOUNT IS \$200.00 OR MORE, DATE APPROVAL RECORDED IN FINANCE COMMITTEE MINUTES?			
<b>REQUIRED APPROVAL</b>		<b>SIGNATURE</b>	<b>DATE</b>
UNIT COMMANDER'S APPROVAL			
UNIT FINANCE COMMITTEE MEMBER APPROVAL			

COWG Form 173a Oct 06

Sample COWGF 173a - "Colorado Wing Check Request  
For Units Below Wing Level"

<b>COLORADO WING DEPOSIT ADVICE FOR UNITS BELOW WING LEVEL</b>				
DATE: <u>7 October 2006</u>		DATE OF DEPOSIT: <u>5 October 2006</u>		
UNIT NAME: <u>Fictitious Cadet Squadron</u>		CHARTER NUMBER: <u>RMR-CO- 000</u>		
<b>ITEMIZED LIST OF DEPOSITS</b> **** List each receipted item that makes up the deposit ****				
LINE	RECEIVED FROM	PURPOSE OR ACCOUNT NUMBER	CHECK # OR CASH	AMOUNT
1	John Taylor	Cadet Rank and Ribbons	Cash	\$3.00
2	Bob Billings	Cadet Rank and Ribbons	Cash	\$4.25
3	Tom Toner	Squadron Dues	# 2345	\$12.00
4	Phil Hammer	Squadron Dues	# 651	\$12.00
5	Betty Prince	Squadron Dues	# 5612	\$12.00
6				
7				
8				
9				
10				
11				
12				
TOTAL AMOUNT OF DEPOSIT				<b>\$43.25</b>
<b>REMARKS</b>				
VERIFICATION		SIGNATURE		DATE
UNIT COMMANDER/FINANCE OFFICER				

COWG Form 173b    Oct 06

Sample COWGF 173b - "Colorado Wing Deposit Advice  
For Units Below Wing Level"

## Group/Squadron Letterhead

MEMORANDUM FOR Colorado Wing/FM  
ATTENTION: Finance Officer

\_\_\_\_\_  
Date

FROM: Name of Unit

SUBJECT: Unit Recurring Expense Letter

The finance committee of this unit hereby authorizes Colorado Wing to submit payment to the following vendors on our behalf without additional written approval. Wing HQ is authorized to submit payment up to the stated limit per month. If the payment requested exceeds the limit per month Wing HQ must contact the Squadron Commander to obtain additional authorization. If the Group/Squadron does not have enough funds to pay a bill Wing HQ must contact the Group/Squadron Commander so that additional funds may be deposited into their account.

<u>Vendor</u>	<u>Purpose</u>	<u>\$ Limit</u>
<u>PHONE COMPANY</u>	<u>telephone service</u>	<u>\$50</u>
<u>LOCAL FBO</u>	<u>hangar rent</u>	<u>\$75</u>
<u>UTILITY COMPANY</u>	<u>gas &amp; electric service</u>	<u>\$50</u>

<u>Title</u>	<u>Print Name</u>	<u>Signature</u>
Squadron Commander	_____	_____
Finance Officer	_____	_____
Administrative Officer	_____	_____
FC Member	_____	_____

**Sample Unit Recurring Expense Letter**

## Group/Squadron Letterhead

MEMORANDUM FOR Colorado Wing/FM  
ATTENTION: Finance Officer

Date

FROM: Name of Unit

**SUBJECT: Notice of Approved Check Requesters**

The Finance Committee of this unit hereby authorizes the below listed members to submit payment requests to Wing Finance using COWGF 173a, "Colorado Wing Check Request For Units Below Wing Level".

Title

Print Name

Signature

## Squadron Commander

Finance Officer

Member

Member

Member

### Sample Notice of Approved Check Requesters Letter